



## **SENIOR LANDSCAPE ARCHITECT, CALTRANS**

### **Departmental Promotional**

**Exam Code: 6TR89**

**Department: Caltrans**

**Bulletin Release Date: 08/22/2016**

**Final Filing Date: 09/06/2016**

**Salary: \$8,810.00 to \$11,026.00**

### **INTRODUCTION**

Caltrans is pleased to announce the posting of the **Senior Landscape Architect, Caltrans** examination. Employment from this examination may be offered in all Caltrans Districts and Sacramento County.

Testing locations may not be located in all areas. Candidates may be asked to travel to the nearest testing facility at their own expense.

### **EQUAL EMPLOYMENT OPPORTUNITY**

Caltrans is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

### **DRUG FREE STATEMENT**

It is an objective of the State of California to achieve a drug-free work place. All applicants will be expected to behave in accordance with this objective, as the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

## WHO SHOULD APPLY?

This is a Departmental Promotional examination for Caltrans. Applicants must be:

- 1) A permanent civil service appointment with Caltrans as of the final filing date in order to participate in the examination; or
- 2) Have been employed with Caltrans within the last three years, without a break in State civil service; or
- 3) A current or former employee of the Legislature for two or more years as defined in Government Code §18990; or
- 4) A current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code §18992; or
- 5) A person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code §18991. Persons applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of their DD214 with their Examination Application (STD. 678).

Candidates who meet the minimum qualifications as stated on this announcement may apply for this examination.

## FILING INSTRUCTIONS

Applications (STD 678) must be received or postmarked no later than the final filing date. FAXED OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED. Applications postmarked after the final filing date, personally delivered, or received via interoffice mail after 5:00 p.m. on the final filing date will not be accepted. THE EXAMINATION TITLE MUST BE INDICATED ON THE APPLICATION.

### **\*FILE BY MAIL:**

**Caltrans  
Examination Services (MS 86)  
P.O. Box 168036  
Sacramento, CA 95816-8036**

### **\*FILE IN PERSON:**

**Caltrans  
Examination Services (MS 86)  
1727 30<sup>th</sup> Street, 1<sup>st</sup> Floor  
Sacramento, CA 95816**

**\*Candidates are responsible for obtaining proof of mailing or submission of their application to Examination Services.**

## **SPECIAL TESTING ARRANGEMENTS**

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination Application form STD678. You will be contacted to make specific arrangements.

## **POSITION STATEMENT**

Under direction, to have charge of landscape architectural work involving the supervision of journey level landscape architects and others engaged in the development and preparation of master plans, the design and preparation of contract documents for major landscape architectural and land use planning projects, and the development of visual impact assessment of various facilities; act upon difficult day-to-day technical design decisions; formulate and implement plans and procedures for comprehensive landscape architecture and land use planning projects; meet and coordinate landscape architectural projects with community, agency and departmental leaders; and do other related work.

## **ELIGIBLE LIST INFORMATION**

A Departmental Promotional statewide eligible list will be established for Caltrans in all Caltrans Districts and Sacramento County. The list will be abolished 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

## **REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION**

All applicants must meet the education and/or experience requirements for this examination by the final filing date. Your signature on the application indicates that you read, understand, and possess the minimum qualifications required, and that the information provided is true and complete to the best of your knowledge.

All applications must include: "to" and "from" dates (month/day/year), time base, civil service or private sector titles, the duties performed, and an original signature. Applications received without this information will be rejected.

**NOTE:** Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either I," "or II," "or III," etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements.

## MINIMUM QUALIFICATIONS

Possession of a valid Certificate of Registration as a Landscape Architect issued by the California Board of Landscape Architects. **and**

### Either I

Two years of experience in the California state service performing the duties of an Associate Landscape Architect (Specialist), Associate Landscape Architect (Supervisor), or Landscape Associate, Caltrans, Range D.

### Or II

Experience: Five years of experience in landscape architectural design or construction work, three years of which shall have been in responsible charge of the planning, design and programming of major landscape projects. **and**

Education: Equivalent to graduation from college with major work in landscape architecture. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

Click on the link below to review the California State Personnel Board class specification which contain the requirements for admittance to the exam:

<http://calhr.ca.gov/state-hr-professionals/pages/2971.aspx>

## EXAMINATION INFORMATION

### **This examination will consist of a single phase:**

A Modified Qualifications Appraisal Panel (ModQAP) Section weighted 100%.

Accepted candidates will participate in the examination using a computer to type their responses. The examination will consist of patterned questions with set responses, not multiple choice questions.

It is anticipated that the Modified Qualifications Appraisal Panel will be in person and is anticipated to occur in **October/November 2016**.

If conditions warrant, this examination may utilize an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out his or her application. List all experience relevant to the "Minimum Qualifications" shown on this announcement. Supplementary information will be accepted, but read the "Minimum Qualifications" carefully to see what kind of information will be useful to the staff doing the evaluation.

## KNOWLEDGE AND ABILITIES

### Knowledge of:

1. Principles of landscape architecture including design and civil engineering as applied to landscape architecture
2. Land use planning, drafting procedures and practices, including computer-aided design and drafting, and use of personal computers
3. Site analysis and planning
4. Erosion control
5. Proper use of plant materials
6. Principles of Ecology
7. Soil preparation, planting, and irrigation techniques
8. Landscape maintenance procedures
9. Native and exotic plant materials best adapted to specific uses in various parts of California
10. Landscape architectural problems encountered in transportation facility or building locations and engineering work and their solutions
11. Basic knowledge of visual analysis and how such issues relate to the environmental impact process
12. Principles of program and project management
13. Principles of budgeting and program control
14. Various phases of engineering (relating specifically to landscape architecture) including planning processes and methods/systems planning, evaluation of alternatives and facility locations and design, construction, operation, and maintenance
15. Principles of personnel management and supervision
16. Caltrans' safety, health, equal employment opportunity, and labor relations program objectives
17. Planning, directing and evaluating the work of a professional staff including other professional disciplines that may include a staff of landscape architects
18. Factors which influence the impact of landscape architecture facilities on the environment, the community, and the economy

### Ability to:

1. Perform professional design work including, site analysis, site planning, master planning, and planting design
2. Select proper plant materials to achieve desired effects and prevent soil erosion
3. Estimate the cost of landscaping and related ground improvements and prepare construction specifications
4. Layout and design surface drainage, irrigation and sprinkling systems in connection with landscape projects
5. Use California native plant materials under a variety of conditions
6. Serve on project development teams as an authority on visual analysis issues

7. Create and select proper design to reduce unsafe conditions
8. Demonstrate artistic and creative aptitude
9. Analyze situations accurately and take effective action
10. Prepare reports, plan and make public presentations.
11. Work effectively with others as a member of interdisciplinary planning or design teams
12. Correlate engineering or architectural features to proposed landscape projects
13. Communicate effectively as demonstrated by the ability to organize ideas and present departmental policies to community groups, Federal, State, and local agencies
14. Effectively contribute to Caltrans' safety, equal employment opportunity, and labor relations program objectives

## VETERANS' PREFERENCE

Veterans' Preference will not be granted in the examination as it does not meet the requirements to qualify for Veterans' Preference.

## CAREER CREDITS

Career Credits will not be added to the final score of this examination.

## CONTACT INFORMATION

For more information regarding this examination, please contact the examination analyst at (916) 227-5189

## GENERAL INFORMATION

**For an examination without a written feature**, it is the candidate's responsibility to contact **the testing department** three weeks after the final filing date if he/she has not received his/her notice.

**If a candidate's notice** of examination fails to reach him/her 3 days prior to their scheduled appointment due to a verified postal error, he/she will be rescheduled upon written request.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. However, locations of interviews or performance evaluations may be limited or extended as conditions warrant.

**Applications are available** at <https://jobs.ca.gov/pdf/std678.pdf>, California Department of Human Resources (CalHR), and local offices of the Employment Development Department.

**If you meet the requirements** stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**Caltrans** reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

**Candidates needing special testing arrangements** due to a disability must mark the appropriate box on the application and/or contact the testing department.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

**Promotional Examinations Only:** Competition is limited to employees who have a permanent civil service appointment and military veterans that meet all the minimum qualifications. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations.

**TTY** is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.

*For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to Caltrans, Office of Examinations and Recruitment Services, P.O. Box 168036, MS 86, Sacramento, CA 95816. Voice (916) 227-7858 California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.*